

CARL SANDBURG COLLEGE

Board of Trustees Meeting

Regular Meeting - April 24, 2008

Item 7.1 Summer Hours 2008

Focal Points and Goals

B-3, E-4

Background

For the past several years, the college has operated on a 37½ hours per week summer work schedule versus the regular 40 hours per week for most full-time (benefited) employees. Our experience with this summer adjustment has been satisfactory with no known disruption of services to our students or the public.

The staff appreciates this privilege and would welcome the opportunity to enjoy this format of summer hours during the 2008 summer as we have in the past.

As part of the College's strategic planning process, our Phenix Initiative and subsequent efforts to reshape the institution, the Administration commissioned an Operating Task Force to evaluate the implications associated with implementing an alternative approach to work scheduled during the summer. This Task Force completed its work in June of 2007. No modification to our approach to the summer hour work schedules is recommended at this time.

Recommended Action

The Administration recommends that the Board of Trustees approve a 2008 summer work schedule for the full-time (benefited) employees of Carl Sandburg College that:

1. Extends from (Monday) May 12, 2008, through (Friday) August 8, 2008.
2. The day time (first shift) work schedule begins at 7:30 a.m. or 8:00 a.m. and ends at 4:00 p.m., Monday through Friday. The starting time will be at the discretion of the supervisor and depends upon whether the employee takes a one or one-half hour lunch.
3. Part-time employees will continue to work their current schedule within the summer-hour schedule.